

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I.     Position Title:     Community Events Assistant
- Revision Date: 11/09  
EEO Code:     Admin. Support  
Status:        Non-exempt  
Control No:    30606

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Director of Community Events, provides a wide variety of secretarial services and administrative detail for Community Events, Sandy Amphitheater and the Sandy Arts Guild.

III.    Essential Duties:

**Community Events:**

- Oversee the Holiday Open House and the Appreciation Awards Banquet.
- Assist with Sandy's Fourth of July Celebration, including the following:
  - Maintain vendor database;
  - Coordinate all vendor needs with Parks and Recreation, County Health and the State Tax Commission; and
  - Work in the Headquarters Booth for vendor check-in and throughout the day as needed.
- Solicit bids for caterers to provide food for events as needed.
- Maintain RSVP list for events as required.

**Sandy Amphitheater:**

- Run the Box Office at City Hall; assist at the Amphitheater Box Office as needed.
- Maintain a database of ticket buyers, including season subscribers, Designer Series and individual ticket buyers.
- Maintain and build positive relationships with season ticket holders and ticket purchasers in general.
- Train seasonal employees on the ticketing system.
- Work with ticketing system provider to correct problems in the ticketing system.
- Deposit daily ticket sales revenue in proper accounts and project codes.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Create a payment schedule for artists/performers at the Amphitheater, including gathering documentation required for payment (W-9 forms, electronic transfer routing information, etc.)

**Sandy Arts Guild:**

- Assist with event operations as needed.

**Division Support:**

- Coordinate all purchasing in compliance with code, including soliciting and receiving bids.
- Request petty cash for events as required.
- Receive phone calls and walk-in visits from the public.
- Keep minutes in meetings as assigned.
- Copy and distribute agendas, correspondence and minutes.
- Assist with various administrative studies, surveys and report preparations as needed.
- Schedule and coordinate meetings, appointments and calendar for Community Events Director.
- Open, sort and distribute office mail; respond to various office correspondence.
- Process paperwork, maintain office files and records and record time cards for division.
- Type various office correspondence, memoranda and other documents.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent required; graduation or certification from an accredited program of communications, office management, secretarial studies or closely related field preferred.

**Experience:** Two years closely related work experience; may substitute any equivalent combination of education and experience.

**Certificates/Licenses:** Valid Utah Driver's License is required.

**Probationary Period:** A one year probationary period is a pre-requisite to this position.

**Knowledge of:** Principles of office management and clerical practices, municipal government, cultural arts; correct English usage and spelling; computer applications, including word processing, spreadsheets and purchasing system.

**Responsibility for:** Responsibility for the efficient operation of the Community Events office; condition and use of materials and equipment; and the provision of input into decision making.

**Communication Skills:** Contacts with other departments as directed, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contact involving the carrying out of program and event responsibilities; frequent contact with public.

**Tool, Machine, Equip. Operation:** Type 50 wpm; regular use of copy machine, fax machine, telephone, typewriter, ticketing system and personal computer.

**Analytical Ability:** Gather data, organize information and prioritize in order to meet deadlines.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand for long periods of time and some lifting may be required (up to 20 lbs).

*Work Environment:* Generally comfortable working conditions with some field work at performance and event sites. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. Job requires considerable mental effort and may entail some pressure and fatigue; must dress and groom in a manner congruent with the image of Sandy City. Moderate exposure to deadlines and evening/weekend work. Frequent holiday work. Sometimes work is required in inclement weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_